

DCFS Applicant Flow Report (HR-13) Instructions

Revised 4/2014

PURPOSE:

To capture applicant flow information on positions that are filled without utilizing a Civil Service Job Search posting and eligible list. Examples of when this may occur are noncompetitive reemployment, restricted appointment, unclassified appointment, etc.

The following items **MUST** be completed on this report:

1. State Office Division or Region where position is located
2. State Office Section or Parish where position is located
3. Job Title of the position being filled
4. Position # - only 1 per report
5. Appointment type – such as Probation, Promotion, Job, etc.
6. Names of all Interviewers
7. Name of applicant – make certain to include all applicants
8. Date applicant was interviewed
9. Race of applicant – use appropriate code from list at bottom of form
10. Sex of applicant – use appropriate code from list at bottom of form
11. Ethnicity of applicant – use appropriate code from list at bottom of form
12. Disposition – use appropriate code from list at bottom of form

GENERAL INFORMATION

Who must be counted as an Applicant?

An applicant is anyone who submits an application whether that person meets the minimum qualification or “preferred qualification” requirements for the job or not.

Why must Applicants who do not meet Minimum Qualifications or “Preferred Qualifications” be counted?

According to federal regulations, minimum qualification or “preferred qualification” requirements are considered to be a selection procedure (just like a test). Therefore, employers must keep a record of the race/sex/ethnicity of applicants who are screened out based on minimum qualification or “preferred qualification” requirements. Although these individuals must be listed as applicants, they do not have to be considered or interviewed.